

Tempe Fire Department Policies and Procedures
Yearly Activity Planning Calendar
110.03
Rev 5-28-02

PURPOSE

To provide a schedule of constant activities occurring within a year to assist with future planning of Department training and activities.

PROCEDURE

The activities listed below are consistently ongoing and will be scheduled within each quarter and in some cases each month:

- | | | | |
|---|---|---|---------------------|
| . | Trng Division Qtrly Training Objectives | . | Company Inspections |
| . | Medical Exams | . | Public Education |
| . | Physical Training | . | Pre-Fire Planning |

1st Quarter

	January	February	March
C O M P A N Y P O S	Company/Officer Development Communication and Goals Meetings Airport Disaster Drill Fire Prevention Training Driver Training Physical Ability Course	MCS - SCBA/Fire Ladder & Hoist Testing Apparatus & Clothing Inspections Physical Ability Course	Chief Officer Training Mgt Dist Insp Planning Emission Testing Facility Survey Physical Ability Course
C O N T I N U I O N G E D U C A T I O N	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE - every Tuesday	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday (Three Days in Last Week are All Day) TRT CE – every Tuesday
M E E T I N G S	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. – review Accomplishments from Previous Quarter Safety Team Mtg – first Thursday	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. – Planning Group (for Quarterly Calendar) Pre-Hospital Care Committee - third Tuesday at 9:00 a.m. R & D Meeting - first Thursday at 9:00 a.m.	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. – review goals for next quarter Safety Team Mtg – first Thursday

2nd Quarter

	April	May	June
C O M P A N Y P R O G R A M S	Company/Officer Development Fire Prevention Training Testing New Hire - Odd Years Paramedic Test – Even Years Hose Testing	Field Operations Exercise Pump Testing Performance Evaluations	Mgt Dist Insp Planning Station Inspections
C O N T I N U I O N G E D U C A T I O N	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE - every Tuesday	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE - every Tuesday	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday (Three Days in Last Week are All Day) TRT CE - every Tuesday
M E E T I N G S	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. – review Accomplishments from Previous Quarter Pre- Hospital Care Committee - third Tuesday at 9:00 a.m. R & D Meeting - first Thursday at 9:00 a.m.	Staff Briefing – every Tuesday at 8:00 a.m. Staff Meeting - last Tuesday at 8:30 a.m. - Planning Group (for Quarterly Calendar) Safety Team Mtg – first Thursday	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. – review goals for next quarter Pre-Hospital Care Committee - third Tuesday at 9:00 a.m. R & D Meeting – first Thursday at 9:00 a.m.

3rd Quarter

	July	August	September
C O M P A N Y P R O G R A M S	Company/Officer Development Fire Prevention Training	Field Operations Exercise Apparatus & Clothing Inspections State EMT Recertification – every other year (even years)	Chief Officer Training Mgt Dist Insp Planning Facility Survey State Fire School Pump Tests
C O N T I N U I O N G E D U C A T I O N	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE - every Tuesday	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE - every Tuesday	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday (Three Days in Last Week are All Day) TRT CE - every Tuesday
M E E T I N G S	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. – review Accomplishments from Previous Quarter Safety Team Mtg – first Thursday	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. - Planning Group (for Quarterly Calendar) Pre-Hospital Care Committee - third Tuesday at 9:00 a.m. R & D Meeting – first Thursday at 9:00 a.m.	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. – review goals for next quarter Safety Team Mtg – first Thursday

4th Quarter

	October	November	December
C O M P A N Y P R O G R A M S	Company/Officer Development Fire Prevention Week/Month Fire Prevention Training	Field Operations Exercise - Haz Mat/Confined Space Promotion Test Engineer - Odd Years Captain - Even Years	Mgt Dist Insp Planning Station Inspections
C O N T I N U I O N G E D U C A T I O N	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE - every Tuesday	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE - every Tuesday	EMT Training Multi Company Drill Apparatus Monthly Paramedic CE – third Thursday Haz Mat CE – every Monday (Three Days in Last Week are All Day) TRT CE - every Tuesday
M E E T I N G S	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. – review Accomplishments from Previous Quarter Pre-Hospital Care Committee - third Tuesday at 9:00 a.m. R & D Meeting – first Thursday at 9:00 a.m.	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. - Planning Group (for Quarterly Calendar) Safety Team Mtg – first Thursday	Staff Briefing – every Tuesday at 8:30 a.m. Staff Meeting – last Tuesday at 8:30 a.m. – review goals for next quarter Pre-Hospital Care Committee - third Tuesday at 9:00 a.m. R & D Meeting - first Thursday at 9:00 am.